

## SECTION 01300

### SUBMITTALS

#### PART 1 – GENERAL

Applicable provisions of this Section and other provisions and requirements of the Contract Documents apply to all sections, except as modified in Sections of Divisions 2 through 16.

##### 1.1 SUMMARY

Submit Shop Drawings, product data, samples, warranties, certificates, test reports as required by the contract documents.

##### 1.2 RELATED REQUIREMENTS

- A. Section 01030: Contractor Quality Control, Coordination, Permits and Testing
- B. Section 01090: Materials and Equipment
- C. Section 01770: Closeout Procedures

##### 1.3 SUBMISSION REQUIREMENTS

- A. Number of Copies - Submit prepaid and in ample time for approval before installation. Unless otherwise noted, submit four (4) copies of documents to the Resident Engineer (RE). Two (2) copies will be retained by the RE. If additional copies are required, provide the quantity and submit additional copies to meet this requirement.
- B. Time for Approval - Receive submittal approvals prior to starting the work. Time necessary for government approval or disapproval of samples, certificates, test reports, and shop drawings will not be more than 21 calendar days after receipt of a submittal. All materials installed in the work shall match the approved submittals. After a submittal has been approved, no substitutions will be permitted without written approval by the RE. No extension of Contract Time will be authorized because of failure to transmit to the RE sufficiently in advance of the Work to permit processing.
- C. Submittal Approval - The checking, marking or approval of the submittal by the FAA shall not be construed as a complete check, but will indicate only that the product or method of construction and detailing is satisfactory. Approval will not relieve the contractor of the responsibility for compliance with the specifications or for any error which may exist. The Contractor shall be responsible for the dimensions and design of adequate connections, details, and satisfactory construction of all work. Possible approval actions taken by the FAA include:
  - 1. Approved as submitted - If "approved as submitted" is marked by the RE, each copy of the submittal will be identified as having received such approval by being stamped and dated. After submittal has been approved, no substitutions will be permitted without written approval by the RE.

2. Approved as noted - If "approved as noted" is marked by the RE, the submittal is satisfactory contingent upon Contractor acceptance of corrections, notations, or both, and if accepted, does not require resubmittal.
  3. Not approved - If "not approved" is marked by the RE, the submittal data does not meet job requirements and the Contractor must resubmit. If the submittal is disapproved, the Contractor shall resubmit the corrected material in the same quantity as specified for the original submittal. Correct disapproved submittals and resubmit for approval by the RE. Approval of resubmittals require an additional 14 calendar days.
  4. Submittal Schedule - Identify within the Contractor's Construction Schedule a schedule of submittals for shop drawings, material approval, etc., showing the dates when submittals will be submitted for the project.
    - a) Contents - On the schedule indicate the following information:
      - 1) Schedule date for submittal
      - 2) Related Section number.
      - 3) Submittal category (Shop Drawings, Product Data, or Samples).
      - 4) Name of the subcontractor (if applicable)
      - 5) Description of the part of the Work covered.
  5. Distribution - Following response to the initial submittal, print and distribute copies to the RE, Government, subcontractors, and other parties required to comply with submittal dates indicated. When revisions are made, distribute to the same parties. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
  6. Schedule Updates - Revise the schedule after each meeting or activity where revisions have been recognized or made.
- D. Construction Schedule – The progress chart to be prepared by the Contractor pursuant to the Contract Clause entitled "SCHEDULES FOR CONSTRUCTION CONTRACTS" shall consist of network analysis system, or pertchart (barchart). The Contractor shall be required to complete the work under the contract as specified in section 01000.
- NO PHYSICAL CONSTRUCTION WORK AT THE SITE MAY TAKE PLACE UNTIL THE CONTRACTOR SUBMITS AND THE GOVERNMENT APPROVES THE SCHEDULE. Government review of schedule submittal(s) will not exceed 21 calendar days. Resubmittal, if necessary shall not exceed 14 calendar days.**
- E. Submittals - Submit shop drawings, material and equipment lists, and all other data required under various headings of these specifications necessary to permit commencement of work. RE will return the submittals within 21 calendar days after receipt, indicating approval or disapproval.

- F. Submittal Preparation - Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Transmittals - All submittals shall be accompanied by transmittal letters identifying the contents of the submittal. It shall be clearly indicated on the transmittal letter with a statement and signature of the Contractor that the submittal item was verified for compliance with the contract requirements and approved by the Contractor. Transmittal letters shall consist of one original and one copy.
  2. Contents - Submittals shall be complete and detailed and assembled into sets. Lack of completeness or clarity or inadequate description will be justification for disapproval. Submittals shall bear the following information:
    - a) Name of project or facility and contract number;
    - b) Date of submission;
    - c) Contract drawing number and latest revision;
    - d) Specification page and paragraph number;
    - e) Name of contractor and subcontractor or supplier/manufacturer;
    - f) Clearly identified contents and location of work;
    - g) Any proposed variances to specification requirements;
    - h) Contractor's approval certifying he checked and coordinated the work of other trades.
    - i) If multiple items are shown on a submittal, highlight the proper items.
- G. Submittal Log – Contractor shall keep an up-to-date submittal log to be coordinated with the RE.
- H. All submittals are due 21 Calendar days after contract award unless otherwise stated by Contracting Officer or if work starts sooner. Contractor shall take precautions in allowing enough time for submittal review before work on the submitted task/items needs to start. The contractor shall be responsible for delay if there is not sufficient time for the submittal review/approval process.

#### 1.4 SHOP DRAWINGS

- A. Applicable Documents -
- B. Presentation - Present drawings in a clear and thorough manner. Identify details by reference to sheet and detail, building wing and section shown on contract drawings.
1. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
  2. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings.
- C. Contents - Provide the following information on each submittal:



1. Submittal number – Submittal number shall be shall take the form of the following: Specification Section-Paragraph-Item number (i.e 09900-2.4-A).
2. Date of submission
3. Name of project and facility (full name)
4. Name of Contractor or Subcontractor
5. Reference to drawing number (with revision, if applicable) and/or specification section
6. Clearly identity of contents and location of work
7. Contractor's approval certifying he checked and coordinated the work of other trades
8. Dimensions.
9. Identification of products and materials included by sheet and detail number.
10. Compliance with specified standards.
11. Notation of coordination requirements.
12. Notation of dimensions established by field measurement.
13. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 36 by 48 inches.

D. Submittal - Submit blue or black-line prints for the RE's review. Submit the number of copies the Contractor requires, plus two which will be retained by the RE.

1. One of the prints returned shall be marked up and maintained as a "Record Document."
2. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

#### 1.5 PRODUCT DATA

A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, Material Safety Data Sheets (MSDS), standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.

B. Preparation

1. Clearly mark or highlight each copy to identify pertinent site specific products or models the Contractor intends to use
2. Highlight/clearly indicate all performance characteristics and capacities
3. Highlight/clearly indicate all dimensions and clearances required

Note: If the submittal is not clearly marked, regarding the above pertinent data, the submittal will be returned marked "DISAPPROVED".

#### 1.6 SAMPLES

A. Submit three (3) of each sample approved for installation.

B. Display - For each sample include the following:

1. Generic description of the sample.
  2. Sample source.
  3. Product name or name of the manufacturer.
  4. Availability and delivery time.
- C. Records - Maintain sets of Samples at the Project Site, for quality comparisons throughout the course of construction.
1. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
  2. Sample sets may be used to obtain final acceptance of the construction associated with each set.

#### 1.7 WARRANTIES/GUARANTIES

- A. Assemble two (2) copies with original signatures of warranties executed by each of the respective manufacturers, suppliers, and subcontractors into a warranty book and prepare a Table of Contents.
- B. Additional Data - Provide complete information for each item, include the following:
1. Product or work team
  2. Firm, with name of principal, address, and telephone
  3. Scope
  4. Effective dates of warranty based on Final Acceptance of the item.
  5. Information for owner's personnel on proper procedures to evoke the warranty in case of failure and instances which might affect the validity of warranty.
- C. Warranties - Effective after project completion and acceptance by the FAA.

#### PART 2 – MATERIAL

NOT USED

#### PART 3 – EXECUTION

##### 3.1 GENERAL

Submittals are required for the items listed in the specifications or on the drawings. The following is a partial list of submittals required: Schedules, Manufacturer's Literature, Shop Drawings, Samples, Test Reports, Warranties, Certificates, Design Calculations, MSDS, and Installation Instructions. It should not be construed as a complete list of all submittals required. Submittal dates shall comply with this specification unless a more stringent date is specified. Substitutions and all requested changes will require a submittal.

### 3.2 SCHEDULE

For the following particular submittals under Division 1, the submittals must be approved prior to any work on site. For the following submittals of Divisions 2 thru 16, the submittals must be approved prior to any work on site involving the corresponding specification section listed.

## PART 4 – QUALITY ASSURANCE

### 4.1 SUBMITTALS

Submittals required include, but are not necessarily limited to, the following:

- A. Submittal schedule
- B. Construction progress schedule
- C. Submittal log

\*\*\* END OF SECTION \*\*\*